

UNI Field Experience Placement Guide

UNI Educator Preparation Program Belief Statement #2: Candidates must engage in rich, purposeful, and authentic field-based experiences to develop appropriate dispositions and practices.

- Iowa Code: [Chapter 79 – 281-79.14\(256\) Teacher Preparation Clinical Practice Standard](#)

Placement Assistance

Many Cedar Valley schools have Site Coordinators* to assist with possible placements. [Contact information](#) is located on the [Teacher Education website](#).

- If a school has a Site Coordinator, contact them to start the placement process.
 - If the Site Coordinator has not responded, the UNI Department of Teaching has established relationships with many of the schools and may be able to help with communication and connections. [Check the UNI Point-of-Contact](#) list. You can find Site Coordinator expectations [here](#).
- If a school does not have a Site Coordinator, contact the principal.

Prior to the Experience

- All clinical experience sites must have a contract with UNI. Check [here](#) to verify and/or start the process.
- All mentor teachers should have an appropriate standard license for their area. Check [here](#) to verify if there is a question. Document special cases on this [form](#). Send questions to the Teacher Education Office at teachereducation@uni.edu.
- UNI students must [complete a background check](#) to attend a clinical experience independent from a UNI professor. To verify completed background check go to: MyUNIverse - Work@UNI – Certificate Viewer.
- Students should use a nametag: [UNI Order Information](#) (optional to purchase UNI nametag).
- Consult pk-12 school for guidelines about dress, parking and check-in procedures. Communicate these to all UNI clinical experience students.

Required Documentation and Communication

- [Document clinical placement information](#) to be imported into Anthology as soon as placements are finalized. You can find the procedures [here](#). Contact Mandie Sanderman (amanda.sanderman@uni.edu) with questions.
 - Level I by two weeks after class start date, Level II by one week after class start date, Level III by three weeks after class start date
- Send a courtesy copy (cc) of clinical experience placements to: the [School Site Coordinators](#) (if applicable), Principal, and UNI Point-of-Contact (if applicable) to facilitate communication with our school partners. Include: course, number of students, mentor teachers, and dates/times in their building.
- Submit the clinical experience rubric/evaluation (if applicable) to [Anthology](#). Contact Mandie Sanderman (amanda.sanderman@uni.edu) with questions.
- Provide mentor teachers with [documentation for license renewal credit](#) (if applicable) toward the end of the experience. You may want to view [this short tutorial](#) and may need to use the [Iowa BOEE license search](#).

Student Supports, Concerns, Anthology Supports and Recognizing Excellence

- [Anthology Tutorials and User Guides for Mentor Teachers, Placement Specialists/Secretaries, Professors and Students](#). Please refer to this folder first to find help with Anthology.
- If you have a low level concern regarding an education student, complete a [CATS Office Early Support](#) form.
- If a concern arises, document it using a Teacher Education Referral. A professor can view any unresolved or past referrals for a student. Go to MyUNIverse – Work@UNI-Teacher Education Referral.
- To recognize an education student displaying excellent above expectations mentor teachers and/or professors can submit an [Excellence in Education](#) form.
- [UNI Field Experience Support Resources Guide for Faculty and Students](#)

Important Notes

- Many faculty have long-term relationships with teachers. It is not the intent of this document to disrupt those relationships or prevent faculty from placing their students in those teachers' classrooms for clinical experiences yet continue to implement all procedures above.

- UNI faculty/staff must initiate first contact with school personnel regarding a clinical experience. Students may not make the first contact.
- If there is a conflict-of-interest that could affect the evaluation of the student or the nature of the experience, UNI faculty should determine if an alternative placement is needed.
- The UNI Assistant Dean of Assessment and Clinical Experiences, [Mandie Sanderman](#) , is located in the [CATS office](#) (151 Schindler).

*Adopted Mar 2021 by UNI Teacher Education Joint Senates. Minor Edits by Teacher Ed Clinical Committee Chair and [Assistant Dean of Assessment and Clinical Experiences](#) - November 2024.